

# REGIONAL NAF PERSONNEL OFFICE

## MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

### VACANCY ANNOUNCEMENT

04/26/04

Does not confer to Civil Service Status

POSITION: **Facility Assistant (F&S)**

ANNOUNCEMENT# **SP 61-04**

NA-3502-\*02/03

Salary: \$6.79-\$7.72 per hour

LOCATION: MWR Dept. Fitness & Sports/NSA

CLOSING DATE: **Open Until Filled**

Norfolk, VA 23511

**AREA OF CONSIDERATION: OPEN**

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Responsible for assisting the tractor operator in performing general upkeep and maintenance for all athletic facilities, keeping abreast of athletic schedules to ensure preparation are made for each event. In the absence of the tractor operator, takes the lead on athletic field/facility preparations. Prepares and maintains athletic fields for their respective seasons by clearing, landscaping, cutting grass, edging, etc. Lines athletic fields, places bases, secures windscreens, installs goals and goal posts, moves bleachers, and repairs as needed or directed. Operates some equipment such as pressure washers, tractors, mowers and weed-eaters. Sweeps, mops, washes and waxes/buffs athletic flooring surfaces using automatic waxing/buffer machines, mops and brooms. Washes walls, windows, blinds and other surfaces and replaces light bulbs as needed using ladders or scaffolding to reach higher areas. Maintains restrooms and locker rooms ensuring they are clean, orderly and sanitary by cleaning, disinfecting and deodorizing lavatories, urinals, and toilet bowls. Replenishes bathroom tissue, hand towels and soaps. Assembles, dismantles, repairs and maintains various recreational equipment, removing and replacing any worn or damaged parts using a variety of hand tools and materials. Obtains and/or delivers supplies and equipment to warehouse, assists in unloading and loading of trucks. Opens, unpacks and removes content of cartons or crates and stores in assigned locations. May perform a variety of other duties, which includes minor maintenance to assure an optimum state of cleanliness within the athletic facility. Typical assignments consist of interior painting using brushes and roller. Performs other duties as assigned.

**QUALIFICATIONS:** Must have the ability to operate and perform routine maintenance and repair on tractor and a variety of equipment used in preparing athletic fields and facilities for sporting events, identifying and reporting and safety discrepancies to the supervisor. Must possess the knowledge and ability to prepare and maintain outdoor athletic fields using a variety of outdoor maintenance equipment such as weed eaters, lawn mowers, line markers, dragger, etc. Knowledge of basic cleaning and janitorial techniques and procedures as well as the ability to work with basic equipment, materials and supplies used in maintaining athletic facilities in a clean, sanitary state. **Special Requirements:** This position is subject to an irregular tour of duty, which may include weekends and holidays. Must possess and maintain a valid state Driver's License as this position requires the operation of a variety of motorized vehicles in the daily performance of duties. May be reassigned on an "as needed" basis to other athletic facilities to cover staff shortages.

\*This position serves as the entry level, the incumbent will only be required to perform the entry level areas of the position and will be given the opportunity to train in all areas of the full performance level. When, and if, the incumbent is able to perform all duties in the description and meets the attached written IPP criteria, they will be eligible for promotion to the full performance level of NA03. Promotion is neither promised nor guaranteed. If the incumbent fails to meet the NA03 duties or IPP criteria, they remain in the entry level indefinitely.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214

or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)